



# SELF-EMPLOYMENT WORKSHEET

Month of: \_\_\_\_\_

NAME
CLIENT ID

**Verification must be provided for all income and expenses listed below.**

1. BUSINESS NAME	TYPE OF BUSINESS
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2. BUSINESS STREET ADDRESS	CITY	STATE	ZIP CODE
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ORGANIZATIONAL STATUS    ☐ Partnership    ☐ Incorporated    ☐ Sole Proprietorship

Partnership or Incorporated member's names and relationship: \_\_\_\_\_

If incorporated, monthly amount paid to you by corporation: \_\_\_\_\_

## CHECK AND COMPLETE IF STATEMENT APPLIES TO YOU

<input type="checkbox"/> I am no longer self-employed	LAST DAY WORKED	DATE OF LAST PAY	AMOUNT
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GROSS BUSINESS INCOME (IN MONTH OF REPORT)		BUSINESS LOCATION/EXPENSES	
<b>EMPLOYEES (Not including yourself, spouse, or your children)</b>		1. Is business in your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wages & Commissions (paid in month of report)		2. If YES, is the room/area used for business purposes only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer share of Social Security taxes (paid in month of report)		3. If Yes: Total square footage of your home:	
		Square footage used for business:	
		4. Rent (For Business Address or home business only)	
<b>BUSINESS EXPENSES (paid <u>only</u> in month of report)</b>		5. Mortgage	
Printing		6. Utilities (including telephone, electricity, water, etc.)	
Postage/Shipping		<b>BUSINESS/TRANSPORTATION COST</b>	
Supplies/Materials		1. Is your vehicle used for business use only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advertising/Accounting		2. Total miles driven for month of report:	
Insurance (business related only)		3. Total miles driven <b>on the job</b> for month of report:	
Business Licenses, trade dues, etc.		4. Vehicle repairs for vehicle used for business (paid in month of report:)	
Business Loan (Interest paid only)		5. Registration & license fees for vehicle used for business (paid in month of report: )	
Business tax (sales, U.I., L&I, B&O, etc. )		6. <b>Interest only</b> from payments on vehicles used for business (paid in month of report):	
Other (list and describe)		7. <b>Check and complete one:</b>	
		<input type="checkbox"/> I want to deduct \$.34.5 per mile for gas, oil and fluids.	
		<input type="checkbox"/> I want to deduct actual expenses for gas, oil and fluids.	